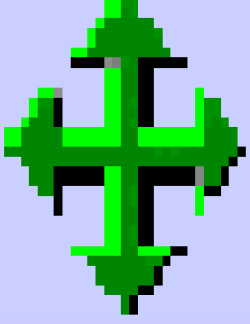


**Manipulating
the Event
Function**

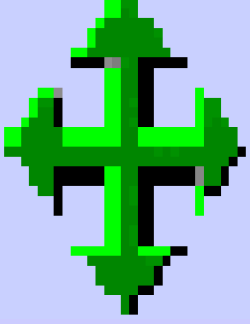
Using

**Oracle Training
Administration**



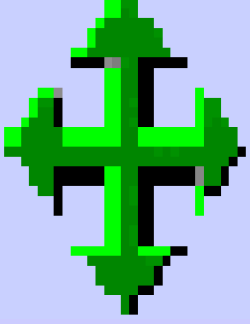
References

- **MDCPDS User's Guide**
 - **Module 7, Chapter 2, Pages 12-19**
 - **Module 7, Chapter 2, Pages 20-27**
 - **Module 7, Chapter 2, Pages 28-45**
- **OTA Quick Reference Guide for ²**



Overview

- What is an **Event**
- Scheduling An **Event**
- Querying for an **Event**
- Copying an **Event**
- Changing the **Event**
Status
- Restricting an **Event**
- Creating a One Time

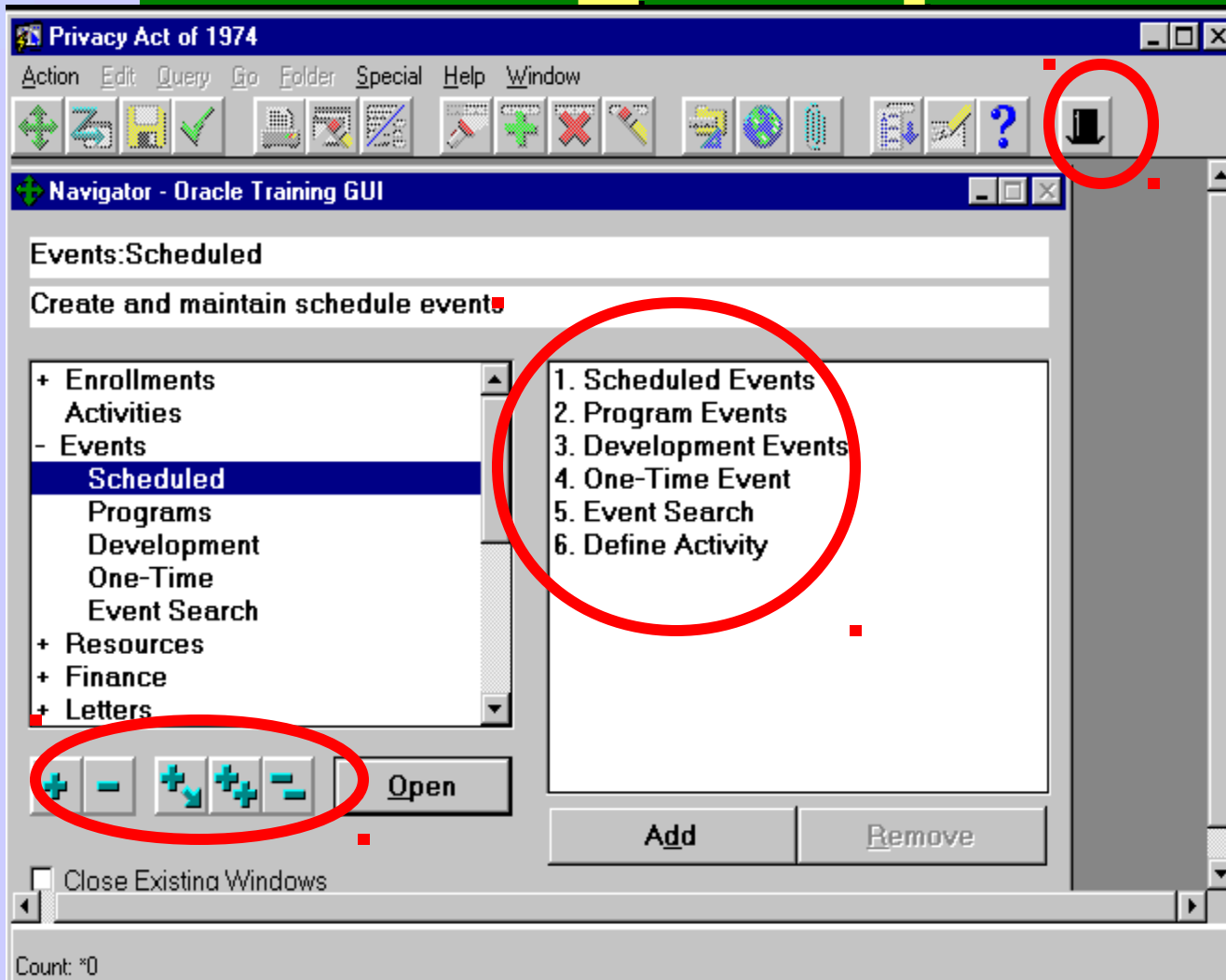


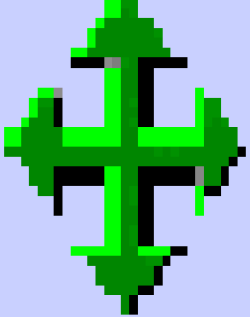
What is an Event?



An **Event** in Oracle Training Administration is the same as a class or session in **TRAIN**.

Accessing an





Scheduling an Event

Use
LOV

Type in
a title.

Use
LOV

Use Drop-
Down
Menu

MDCPDS - Citrix ICA Client

Privacy Act of 1974 - [Scheduled Event]

Action Edit Query Go Folder Special Help Window

From To Duration Units Day

Secure Resource bookings Program Only

Administration

Supplier Sponsor Status Normal User Status Language

Enrollment

Start 12-JAN-2000 End Restricted

Students

Minimum Maximum Internal

Cost

Currency Budget Actual

Price

Basis Student Currency USD Amount Invoiced []

Change Status Assignments Categories Sessions

Count: *0

Scheduling an Event

Result of List
of Values for
the Activity
field

Result of List
of Values for
Center field

Training Centres

Find

- 29 Palms, CA
- Aberdeen Proving Ground, MD
- Albany, GA
- Albuquerque, NM
- Alexandria, VA
- Alton, IL
- Altus AFB, OK
- Anchorage, AK
- Andrews AFB, MD
- Annapolis, MD
- Apalachicola, FL
- Arlington, TX
- Arlington, VA

Find OK Cancel

MDCPDS - Citrix ICA Client

Privacy Act of 1974 - [Scheduled Event]

Action Edit Query Go Folder Special Help Window

Title **rry's Modern DCPDS** From **07-FEB-2000** 08:00 Duration **16**

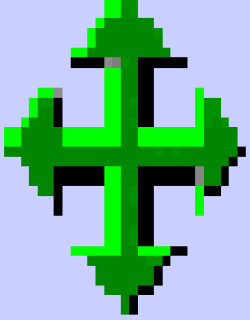
Activity **MODERN DCPDS** To **08-FEB-2000** 16:00 Units **Hour**

Activity

Find

Version	Activity	From	To	Description
ADP INTERN PROGRAM	1-A EXECUTIVE	01 JAN-1950		
ADV FRAUD INVESTIG	1-A EXECUTIVE	01 JAN-1950		
ADV INTL MGT WORKSHO	1-A EXECUTIVE	01 JAN-1950		Reinforcing and advancing the princ
ADV MGMT PROGRAM	1-A EXECUTIVE	01 JAN-1950		The AMP offers the academic contex
ADV PAVEMENT DESIGN	1-A EXECUTIVE	01 JAN-1950		
ADV SECRETARIAL TECH	1-A EXECUTIVE	01 JAN-1950		
ADV SEM FOR FED EXEC CR	1-A EXECUTIVE	01 JAN-1950		
ADV STAFFING	1-A EXECUTIVE	01 JAN-1950		
AFFIRM ACTN PLNG ADV	1-A EXECUTIVE	01 JAN-1950		
AIR COMMAND AND STAFF C	1-A EXECUTIVE	01 JAN-1950		
AIR WAR COLLEGE	1-A EXECUTIVE	01 JAN-1950		
ALMC ASSOC LOG EXEC DEV	1-A EXECUTIVE	01 JAN-1950		
AMSC NONRESIDENT	1-A EXECUTIVE	01 JAN-1950		AMSC serves three basic purposes. O
ARMY MGMT STAFF COLL	1-A EXECUTIVE	01 JAN-1950		
ARMY MGT STAFF COLL	1-A EXECUTIVE	01 JAN-1950		The primary mission of the Army Man
ARMY WAR COLLEGE	1-A EXECUTIVE	01 JAN-1950		
ASBESTOS REMOVAL CERTI	1-A EXECUTIVE	01 JAN-1950		
Adv Management Prog	1-A EXECUTIVE	01 JAN-1950		Refines skills, knowledge, and under
Adv Test and Eval	1-A EXECUTIVE	01 JAN-1950		This 1-week course, structured arou
Alternative Disn Res	1-A EXECUTIVE	01 JAN-1950		Many organizations today are empha

Find OK Cancel



Scheduling an Event

Result of List of Values for the To & From field

MDCPDS - Citrix ICA Client

Privacy Act of 1974 - [Scheduled Event]

Action Edit Query Go Folder Special Help Window

Calendar

January 2000

S	M	T	W	T	F	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

12-JAN-2000

Cancel OK

07-FEB-2000 08:00 Duration 16

08-FEB-2000 16:00 Units Hour

☐ Resource bookings ☐ Program Only

Administrative

Supplier

Sponsor

Status

User Status

Language

Price

Base

Students

Minimum 18

Maximum 18

Internal 18

Cost

Currency USD

Budget

Actual 0.00

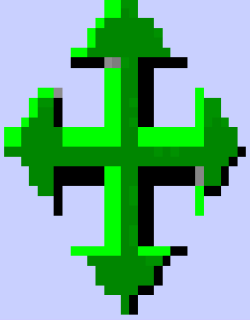
JAN-2000

FEB-2000

Amount 1800.00 Invoiced [Af]

Change Status Assignments Categories Sessions

Count: *0



Scheduling an Event

**Complete
d Form**

Privacy Act of 1974 - [Scheduled Event]

Action Edit Query Go Folder Special Help Window

Title **Perry's New OTA** From **21-MAR-2000** **08:00** Duration **4**
Activity **TA FOR BEGINNERS** To **21-MAR-2000** **12:00** Units **Hour**
Center ☐ Secure ☐ Resource bookings ☐ Program Only

Administration

Supplier **Oracle HR** Enrollment Start **12-JAN-2000** Students Minimum **10** Cost Currency **USD**
Sponsor **CIVDODHR** End **10-MAR-2000** Maximum **25** Budget **0**
Status **Normal** ☐ Restricted Internal **25** Actual **0**
User Status
Language **American Engli:**

Price

Basis **Student** Currency **USD** Amount Invoiced **[]**

Change Status **Assignments** **Categories** **Sessions**

Count: *0

**Open DDF for
Additional
Information Screen**

Scheduling an Event

**DDF with
cost and
billing
information**

**Click OK to
return to
Main
Screen**

Privacy Act of 1974

Action Edit Query Go Folder Special Window Help

Center Ft Riley, KS ☐ Secure ☐ Resource bookings ☐ Program Only

Administration

Supplier Oracle HR Enrollment Start 12-JAN-2000 Students Minimum 10 Cost Currency USD

Sponsor CIVDODHR

Additional Event Information

Books/Material/Other Fees

Total Est Direct Cost 200.00

Total Est Indirect Cost

Total Estimated Cost

Billing Organization HHC 1st Signal Co

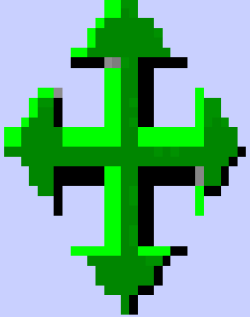
Street 234 About Face Drive

City/State/Zip Ft. Riley ,Ks.

ATTN: MAJ. Juan B. Payne

Clear Cancel OK

Count: *0 <List>



Scheduling an Event

Click Save to Finalize Record or Click /Save and Proceed

Title Perry's New OTA
Activity TA FOR BEGINNERS
Center ☐ Secure ☐ Resource bookings ☐ Program Only

From 21-MAR-2000 **08:00** **Duration** 4
To 21-MAR-2000 **12:00** **Units** Hour

Administration
Supplier Oracle HR
Sponsor CIVDODHR
Status Normal
User Status
Language American English

Enrollment
Start 12-JAN-2000
End 10-MAR-2000
☐ Restricted

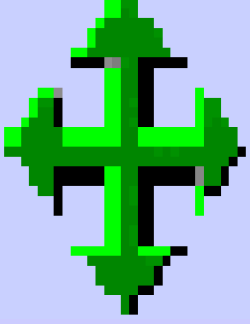
Students
Minimum 10
Maximum 25
Internal 25

Cost
Currency USD
Budget 0
Actual 0

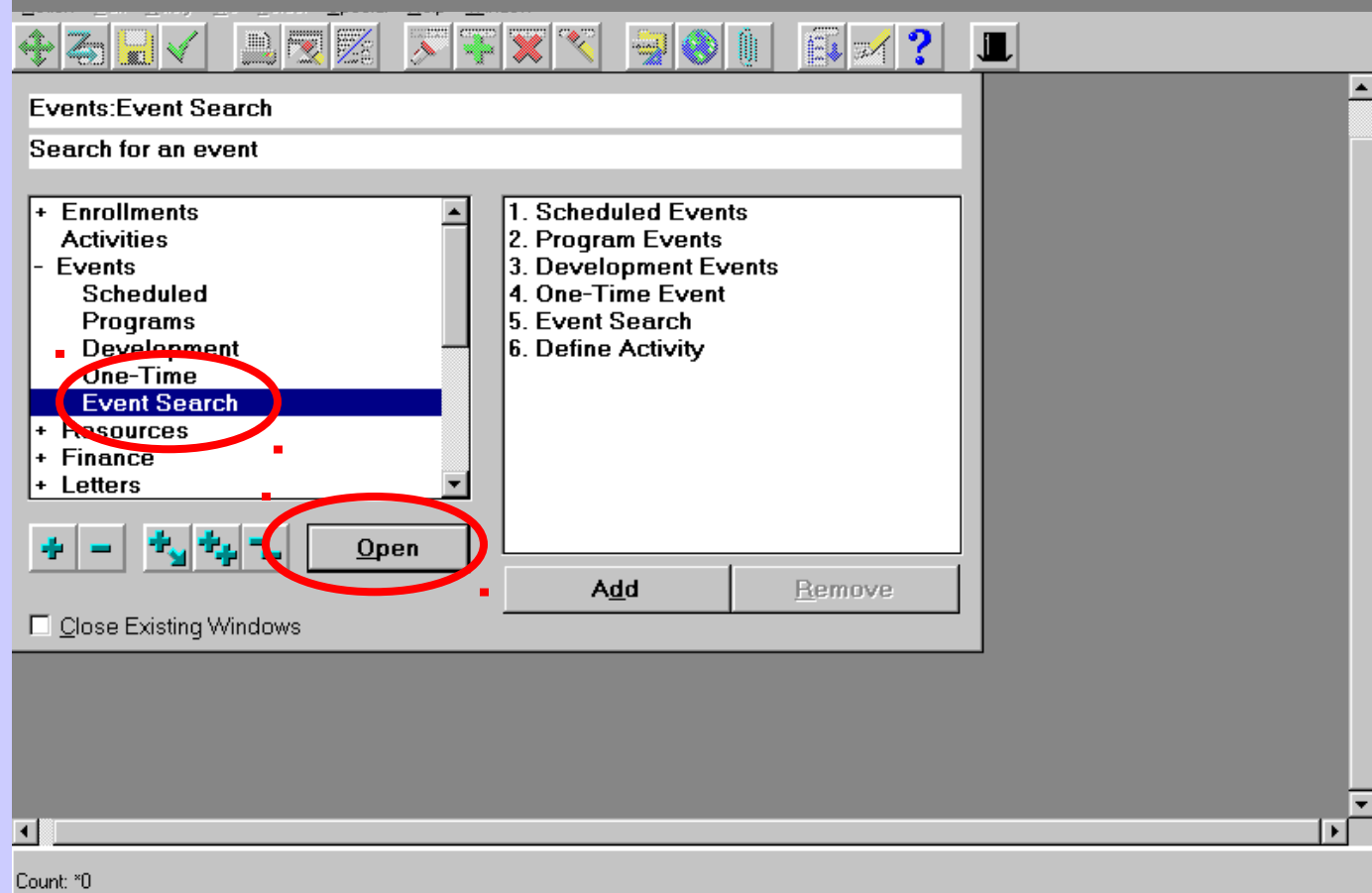
Price
Basis Student **Currency** USD **Amount** **Invoiced** []

Change Status **Assignments** **Categories** **Sessions**

Count: *0

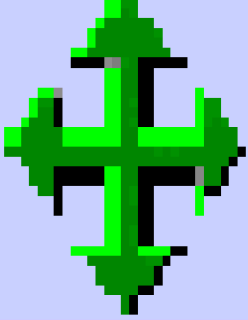


Querying for an Event





The screenshot shows a software window titled "MDCPDS - Citrix ICA Client". Below the title bar is a menu bar with "Action", "Edit", "Query", "Go", "Folder", "Special", "Help", and "Window". The "Query" menu is currently open, showing a list of options: "Find...", "Find All", "Enter", "Run", "Cancel", "Show Last Criteria", "Count Matching Records", and "Get More Records". To the left of the main area is a sidebar with a "Search" button and a tree view. The main area contains a table with columns: "Center", "Start Date", "End Date", "Status", "Standard Price", and "Ei". A large yellow rectangular box with the text "Initial Query Screen" is centered over the table. At the bottom right of the window is a button labeled "Categories". In the bottom left corner of the overall image, outside the window frame, it says "Count: *0".



Querying for an Event

MDCPDS - Citrix ICA Client

Privacy Act of 1974

Action Edit Query Go Folder Special Help Window

Search for Event

Find Events

Type

☒ Scheduled ☐ Session

☐ Develop ☐ One Time

☐ Program

☐ Enrolling

Title: **Perry's New OTA**

Activity: **FOR BEGINNERS**

Center: **Ft Riley, KS**

Status:

Administrator:

Date Usage:

Date:

Week No.:

Supplier:

Customer:

Other Criteria

Matching: ☐ Full ☒ Partial

Skill Type:

Skill:

Category:

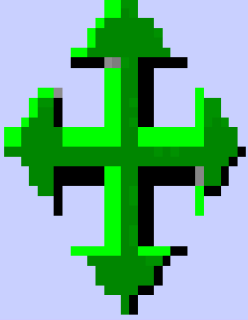
Trainer:

Venue:

Other Resources:

Clear Find

Count: 0



Querying for an

MDCPDS - Citrix ICA Client

Privacy Act of 1974

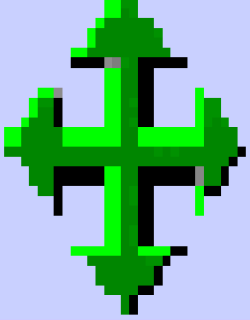
Action Edit Query Go Folder Special Help Window

Search for Event

Title	Activity	Center	Start Date	End Date	Status	Standard Price	El
Perry's New C	OTA FOR BE	Ft Riley, KS	21-MAR-2000	21-MAR-2000	Normal		

Count: *1

Categories



Copying an Event

The screenshot shows a web-based application window titled "Privacy Act of 1974 - [Scheduled Event]". The window has a menu bar (Action, Edit, Query, Go, Folder, Special, Help, Window) and a toolbar with various icons. The main form contains the following fields and sections:

- Title:** Bubba's New OTA
- Activity:** OTA FOR BEGINNERS
- Center:** Ft Lewis
- Administration:**
 - Supplier:** Oracle H
 - Sponsor:** CIVDOD
 - Status:** Normal
 - User Status:**
 - Language:** America
- Price:**
 - Basis:** No Cha
- Enrollment:**
 - Start:** 12-JAN-2000
 - End:**
 - ☐ Restricted
- Students:**
 - Minimum:**
 - Maximum:**
 - Internal:**
- Cost:**
 - Currency:**
 - Budget:**
 - Actual:**
- Price:**
 - Basis:** Student
 - Currency:** USD
 - Amount:**
 - Invoked:**

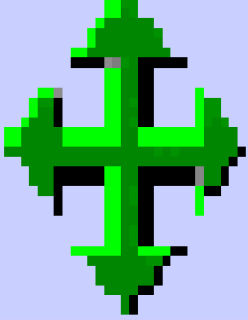
At the bottom of the form, there are four buttons: "Change Status", "Assignments", "Categories", and "Sessions". A small "Count: *0" is displayed at the very bottom. A black arrow points from the "Sessions" button to a yellow callout box.

**Click to open
New Record**

**Must type
new title**

**Use LOV and
drop-downs
to populate
field**

**DDF must
be filled out
because it
will not copy**



Changing the Event Status

Privacy Act of 1974 - [Scheduled Event]

Action Edit Query Go Folder Special Help Window

Icons: [Move] [Copy] [Paste] [Check] [Print] [Find] [New] [Delete] [Edit] [Help] [Calendar] [Table]

Title: **Perry's New OTA** From: **21-MAR-2000** 08:00 Duration: **4**
Activity: **TA FOR BEGINNERS** To: **21-MAR-2000** 12:00 Units: **Hour**
Center: ☐ Secure ☐ Resource bookings ☐ Program Only

Administration

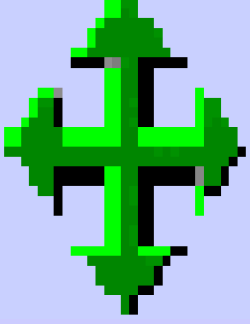
Supplier: **Oracle HR** Enrollment Start: **12-JAN-2000** Students Minimum: **10** Cost Currency: **USD**
Sponsor: **CIVDODHR** Enrollment End: **10-MAR-2000** Students Maximum: **25** Budget: **0**
Status: **Normal** ☐ Restricted Students Internal: **25** Actual: **0**
User Status:
Language: **American Engli:**

Price

Basis: **Student** Currency: **USD** Amount: Invoiced: []

Change Status **Assignments** **Categories** **Sessions**

Count: *0



Restricting an Event

Event Status Change

☐ Change Max Attendees ☒ Change Status

Students

Maximum

Status

Event Status **Planned**

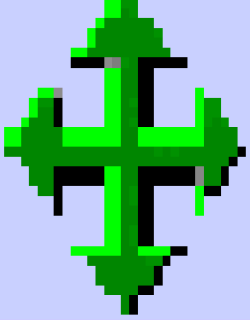
Enrollment Status **Waitlisted**

☐ Set Maximum To Places Enrolled

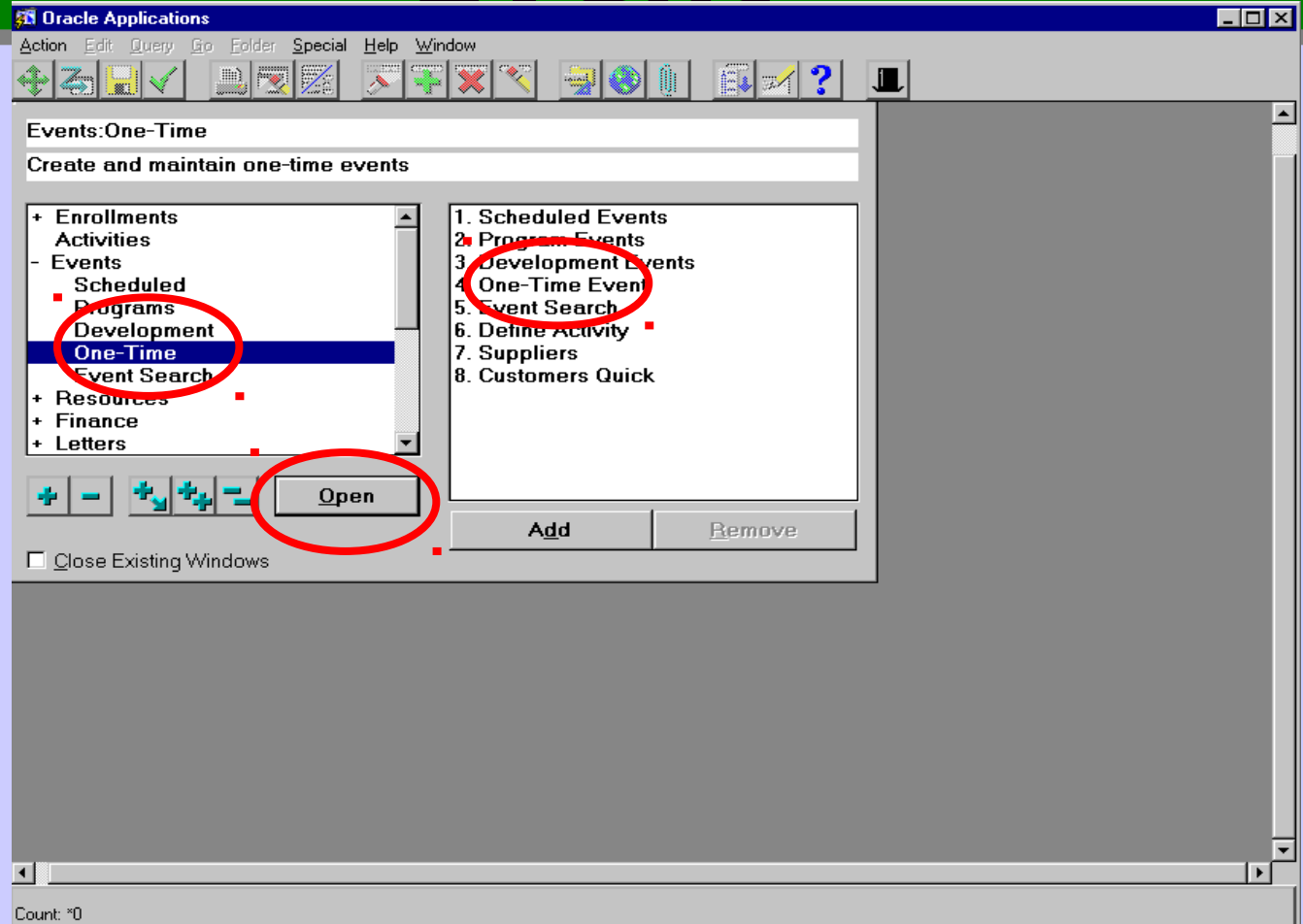
Finance Lines

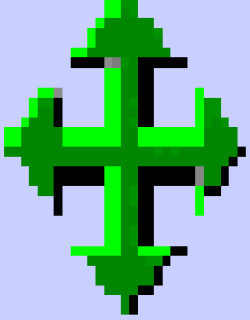
☐ Cancel All ☒ Do Not Cancel

Count: *0 <List>



Creating a One-Time Event





Creating a One-Time Event

When finished click save

One Time Event

Title Perry's One Time Class

Center Texarkana, TX

Supplier Perry's Training Emporium

From 16-MAY-2000 08:00

To 16-MAY-2000 16:00

Duration 8 Hour

A

Additional Event Information

Agency Group ARCE US Army Corps of Engineers (Exc Civ Prgm Fin)

Books/Material/Other Fees

Total Est Direct Cost

Total Est Indirect Cost

Total Estimated Cost

Billing Organization

Street

City/State/Zip

Clear Cancel OK

Count: *0 <List>

Note: This DDF is optional. The form will save without it.

Click OK if information is added